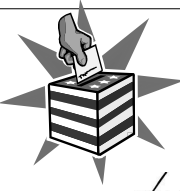


ELECTION TRAINING

Welcome Election Officials



Voice Your VOTE
NORTH DAKOTA VOICES COUNT
Secretary of State Elections Division

ELECTION TRAINING

- Thanks for volunteering to work the election.
 - As an Election official you:
 - Are responsible for delivering democracy to North Dakota voters.
 - Help restore confidence in government institutions by ensuring a safe and secure election process.
 - Play a key role in delivering one of government's most positive functions – ELECTIONS.

Voice Your VOTE
NORTH DAKOTA VOICES COUNT

ELECTION TRAINING

- **YOU** play a vital role in the Election process.
 - Elections could not take place without you!
 - Your position is one of importance and has many responsibilities that cannot be taken lightly.
 - Your presence helps to ensure the integrity of the Election process.
 - **THANK YOU** – You are greatly appreciated!
 - Please feel free to ask questions at any time during the training.

Voice Your VOTE
NORTH DAKOTA VOICES COUNT

ELECTION DATES & TIMES

- The <insert election> will be held:
 - Date: <insert date>
 - Time: <insert time>
 - Place: <insert # of precincts>

Voice Your VOTE
NORTH DAKOTA VOICES COUNT

ELECTION TRAINING

- Important Election Improvements
 - The Help America Vote Act (HAVA):
 - New election equipment being used in all precincts statewide by 2006.
 - Voter identification procedures – new state law.
 - Requirements for Second-Chance voting.
 - Accessibility requirements for persons with disabilities.
 - Update of some state election laws.

Voice Your VOTE
NORTH DAKOTA VOICES COUNT

ELECTION TRAINING

- HAVA - State Plan
 - The State Plan was put together by a committee made up of eighteen individuals representing counties, cities, school districts, political parties, tribes, organizations that have an interest in accessibility to the polling place or ballot, and the general voting population.
 - The committee included six county auditors representing small, medium and large counties, all with different types of election systems.

Voice Your VOTE
NORTH DAKOTA VOICES COUNT

ELECTION TRAINING

- HAVA - Second Chance Voting
 - Second Chance Voting requires that the voter be informed if their ballot contains an error that will result in it not being counted, such as crossing party lines (crossover) or voting for too many candidates in a race (over vote).
 - There are two ways to reinforce second chance voting:
 - Educate voters about not crossing party lines in June, and
 - Install equipment that warns voters when a person casts a ballot with a crossover vote (June) or with an over vote.

Voice Your VOTE
NORTH DAKOTA VOICES COUNT

ELECTION TRAINING

- HAVA - Second Chance Voting
 - It is important that as an election official:
 - You remind voters not to crossvote (June election).
 - You remind voters not to over vote.
 - The equipment is only a back-up for good instructions not followed!

Voice Your VOTE
NORTH DAKOTA VOICES COUNT

ELECTION TRAINING

- HAVA - Accessibility
 - Accessibility covers two areas – access to the polling site and access to the ballot by 2006.
 - Polling Site - Accessibility survey of all sites will determine if improvements are needed to ensure all polling sites are accessible.
 - Ballot - One disabilities accessible voting device (touch-screen) in each polling location.

Voice Your VOTE
NORTH DAKOTA VOICES COUNT

ELECTION TRAINING

- HAVA - Federal Funding
 - North Dakota received \$9.1 million in funding from the federal government for the upgrade of election systems, voter education, and development of a statewide central voter file.
 - The state and counties are matching part of these funds at 2 ½% each for the election equipment.

Vote Your VOTE
NORTH DAKOTA ELECTIONS

ELECTION TRAINING

- North Dakota Election Law Changes
 - The 2003 Legislative Assembly made changes in state law to accommodate HAVA legislation.
 - Military & Overseas Absentee Voters
 - Secretary of State designated as their information source.
 - Counties must provide notification of rejected absentee ballots.
 - Created a grievance procedure for accessibility complaints.
 - Allowed for "provisional ballots" in cases where polls are kept open by court order beyond closing time. (Provisional ballot will rarely be used.)

Vote Your VOTE
NORTH DAKOTA ELECTIONS

ELECTION TRAINING

- HAVA - New Equipment
 - Will use M100 Precinct Scan System in all polling locations.
 - Simple to set up and use.
 - Benefit to our voters.
 - Benefit to you as the precinct board.
 - Benefit to our office in running the election.
 - Benefit to the general public awaiting results on election night.

Vote Your VOTE
NORTH DAKOTA ELECTIONS

ELECTION TRAINING

- HAVA - New Equipment
 - Voter Benefits
 - Gives voters the required second chance voting.
 - Allows voter to see their ballot is counted before they leave the polling site.
 - Process for voter remains largely the same.
 - Voter still fills in the oval on an optical scan ballot.

Vote Your VOTE
NORTH DAKOTA ELECTIONS

ELECTION TRAINING

- HAVA - New Equipment
 - Poll Worker Benefits
 - Equipment is easy to set up and use.
 - Review set up and operation of the equipment later.
 - Display on the equipment will give an up-to-date tally of the number of voters who have put ballots in the scanner.
 - Equipment will separate ballots with write-in votes from other ballots.
 - Election workers (YOU) will be the first people to get the results from your precinct.

Vote Your VOTE
NORTH DAKOTA ELECTIONS

ELECTION TRAINING

- HAVA - New Equipment
 - County Official Benefits.
 - Results will be quick.
 - When you bring in your election day supplies, the program card in the scanner will be read by computer – no need to scan the ballots at the courthouse.
 - Easy preparation of vote abstracts, and uploading of results to the Secretary of State's Office.

Vote Your VOTE
NORTH DAKOTA ELECTIONS

ELECTION TRAINING

- HAVA - New Equipment
 - General Public Benefits.
 - Quick results can be reported to news media.
 - Audit trails on all voting equipment activity to ensure accurate vote counts.
 - Recount capability in the case of a close election.

Vote Your VOTE
NORTH DAKOTA ELECTIONS

ELECTION TRAINING

- State Law - Voter Identification Procedures
 - North Dakota law was amended in 2003 to require poll clerks to ask all voters for a photo ID.
 - If you ask everyone for ID, you are discriminating against no one. Simply tell voters, "It's the new law."
 - PO Boxes cannot be accepted because they do not establish residency.
 - Residential addresses are required on ID.

Vote Your VOTE
NORTH DAKOTA ELECTIONS

ELECTION TRAINING

- Acceptable forms of ID with residential address
 - A valid North Dakota Drivers License
 - A valid North Dakota issued State ID card
 - A valid Federally issued ID
 - Passport
 - Agency ID card
 - A valid Tribal Government issued ID card
 - A valid Student ID card
 - A valid United States Military ID card
 - Utility bill dated within 30 days prior to Election Day, with the name and residential address of person offering to vote.
 - Change of Address Verification Letter from US Postal Service

Vote Your VOTE
NORTH DAKOTA ELECTIONS

ELECTION TRAINING

- State Law - Voter Identification Procedures
 - Voters with no ID can still vote if:
 - An election board member can personally vouch that the individual is a qualified elector of the precinct and the voter supplies their birth date. The poll worker must complete a Poll Worker Verification and then the voter is allowed to vote.
 - The voter can complete and sign a Voter's Affidavit.

Vote Your VOTE
COUNTY CLERK'S OFFICE

ELECTION TRAINING

- Precinct Changes
 - *<Use this slide to note any precinct changes your county may have had.>*

Vote Your VOTE
COUNTY CLERK'S OFFICE

ELECTION TRAINING

- *<If your county has commissioner districts, please use this slide to note which districts are up for election.>*
- Note: Commission districts designate areas that commission candidates must reside in order to be eligible to run for office.

Vote Your VOTE
COUNTY CLERK'S OFFICE

ELECTION TRAINING

- While this is the June election for the state and county races, it is the general election for measures, city and park district races, and school district races.

Vote Your VOTE
COUNTY CLERK'S OFFICE

ELECTION TRAINING

- Absentee Voting
 - *<Add any information you'd like regarding your absentee procedures here.>*

Vote Your VOTE
COUNTY CLERK'S OFFICE

ELECTION WORKERS

- The Election Board is made up of an Inspector and a judge or judges from the two parties getting the most votes in the last General Election.
- The Election Board is assisted by one or more clerks from the same two parties.



Vote Your VOTE
COUNTY CLERK'S OFFICE

ELECTION WORKERS

- 16 and 17 year olds can be election workers.
 - Must meet the same qualifications as other election workers.
 - Must be a student in good standing attending a secondary or higher education institution.
 - No more than two students may serve as poll clerks on an election board.

Vote Your VOTE
COUNTY CLERK'S OFFICE

ELECTION PAY

- *<Place any information election worker pay here.>*



Vote Your VOTE
COUNTY CLERK'S OFFICE

CHALLENGERS & CHECKERS

- In addition to the official election workers employed by the county, you may have:
 - **Poll Challengers** – may request members of the election board challenge voters if they know or have reason to believe someone is not a qualified elector.
 - **Poll Checkers** – duty is to see their party's voters are getting out to vote.
- Poll Checkers and Poll Challengers must be qualified electors in the district in which they are assigned.

Vote Your VOTE
COUNTY CLERK'S OFFICE

POLL CHALLENGERS

- One poll challenger appointed by the district chairman of each political party represented on the election board is entitled to be in attendance at each polling place. NDCC 16.1-05-06 (1)
- Individual poll challengers may be replaced at any time during the hours of voting, but no more than one poll challenger from each political party is entitled to be in attendance at each polling place at any one time. NDCC 16.1-05-06 (1)

Vote Your VOTE
COUNTY AUDITOR

POLL CHECKERS

- In addition to the poll challenger, **not more than two poll checkers** appointed by the district chairman of each political party represented on the election board may be in attendance at each polling place, provided such poll checkers do not interfere with the election process or with the members of the election board in the performance of their duties. NDCC 16.1-05-06 (7)

Vote Your VOTE
COUNTY AUDITOR

BEFORE ELECTION DAY

- Inspectors
 - Pick up election supplies at the County Auditor's Office.
 - Visit the polling site, make sure the area is adequate, and you have the name and phone number of the contact person for the building.
 - Verify you have all the supplies you will need for running the polling place.
 - Review your precinct boundaries.
 - We provide working maps for each precinct.

Vote Your VOTE
COUNTY AUDITOR

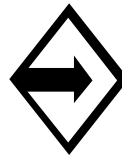
ELECTION DAY

- Arrive at least ½ hour before polls open.
 - Set up the polling site with booths and tables, if not already set up.
 - Post the necessary maps, instructions, and sample ballots (see the Election Official's Handbook).
 - It is important to post some articles at a level for those who are seated when reading, such as persons who use wheelchairs.
 - Empty the ballot box of ballots, sleeves, extension cord, etc.
 - Set up and operation of the M100 will be covered later.

Vote Your VOTE
COUNTY AUDITOR

ELECTION DAY

- Directional Signage
 - It is very important to make finding the polling site easy for all voters!
 - Use signage to direct people to the polling place.
 - Use signage within the polling place to direct people to the registration table.
 - Have someone find the location using the signs to make sure they are not confusing.



Vote Your VOTE
COUNTY AUDITOR

ELECTION DAY

- Remember, we are guests at the polling sites.
 - Keep the polling place organized.
 - Control the noise.
 - Control the voters – don't let them wander around the building – particularly school buildings.
 - If a voter wants to tour or walk around in a school building direct them to the office.

Vote Your VOTE
COUNTY AUDITOR

ELECTION DAY

- Ballot Stock
 - Ballots are packaged in shrink wrapped packages and will have a quantity number written on them.
 - When you open these packages, you need to count the number of ballots –the number may or may not agree with the number written on the package.
 - If the package remains unopened at the close of the polling place, use the number written on the package as the number of ballots in that package.

Vote Your VOTE
COUNTY AUDITOR

ELECTION DAY

- Ballot Stock
 - The ballot stock has a stock number on the lower right corner of the ballot – make sure that your ballot stock number on your ballots is the same as the sheet in your suitcase.
 - If the stock number on some of the ballots is different from the sheet in your election supplies call the County Auditor's office.

Vote Your VOTE
COUNTY AUDITOR

ELECTION DAY

- City and School Ballots
 - Most precincts will have city and school ballots. In some cases these will be on the June ballot and in others they will be on a separate ballot.
 - Make sure the voter gets the correct ballot or ballots.
 - The poll book lists the city and school district of the voter for people who have voted in that precinct previously.

Vote Your VOTE
COUNTY AUDITOR

ELECTION DAY

- Make sure a flag is displayed within the polling site.
- Take the Oath of Election and complete the oath in both poll books.
 - The Inspector administers the oath to the Judges and Clerks.
 - One of the Judges can administer the oath to the Inspector.

Vote Your VOTE
NORTH DAKOTA

ELECTION DAY

- Make sure a table is available for persons with disabilities to cast their ballots.



Vote Your VOTE
NORTH DAKOTA

ELECTION DAY



- Remember! The polls open at *<Insert your poll opening time here.>* – there may very well be people waiting to vote by that time, don't open late, and don't open early!

Vote Your VOTE
NORTH DAKOTA

RECORDING THE VOTER

- Clerks record the voter's name in BOTH poll books.
 - Request to see the voter's drivers license or other acceptable identification. Be sure to review what are acceptable forms of ID.
 - Verify the name is spelled correctly in the poll book.
 - Verify the address for the voter is correct in the poll book - **PO Box addresses are not sufficient!**
 - Verify the voter's address is within the precinct.

Vote Your VOTE
NORTH DAKOTA

RECORDING THE VOTER

- Clerks should enter the name and address of voters that are not already in the poll book and then initial that they have voted.
 - Please write or print legibly!

Vote Your VOTE
NORTH DAKOTA

RECORDING THE VOTER

- If Poll Challengers and/or Poll Checkers are present:
 - The Clerk should announce the name of the voter in a manner that the Poll Challengers and/or the Poll Checkers can clearly hear the voter's name.

Vote Your VOTE
NORTH DAKOTA

VOTER QUALIFICATIONS

- All Voters:
 - Must be at least 18 Years of Age.
 - Must be a U.S. Citizen.
 - Must be a resident of North Dakota.
 - Must have resided in the precinct at least 30 days preceding the date of the election.
 - The exception to this last qualification is for voters that have not lived in their current precinct for at least 30 days. They must vote in their previous precinct.

Vote Your VOTE
NORTH DAKOTA

CHALLENGING VOTERS

- Before an Inspector or Judge gives the voter a ballot, a poll challenger may request that an election board member challenge the right of an individual to vote or an election board member alone may challenge a voter.
- If a voter is challenged, they may not receive a ballot unless they complete a Voter's Affidavit or the challenge is withdrawn.

Vote Your VOTE
NORTH DAKOTA

CHALLENGING VOTERS

- During the 1999 Legislative Session, the challenge process found in NDCC 16.1-05-06 was strengthened.
 - Criteria was added to the challenge process to help election officials know when and how to challenge voters.

Vote Your VOTE
NORTH DAKOTA

CHALLENGING VOTERS

□ Reasons for Challenging a Voter

- Members of election boards or poll challengers may challenge anyone whom they know or have reason to believe is not a qualified elector.
- Members of election boards or poll challengers are authorized by law to look for key indicators when deciding whether or not to challenge a voter.



CHALLENGING VOTERS

□ Key Indicators Include

- The person offering to vote does not meet the age or citizenship requirements.
- The person offering to vote has never voted in the precinct before and fails to provide reasonable evidence of residency in the precinct.



CHALLENGING VOTERS

□ Key Indicators Include

- Except as provided in NDCC section 16.1-01-05, the person offering to vote physically resides outside the precinct (voter has moved within the last 30 days and is not qualified to vote in their new precinct).
- The person offering to vote does not meet the residency requirements provided in NDCC section 16.1-01-05.



CHALLENGING VOTERS

□ Responsibility of a Challenged Voter

- Either complete and sign a voter's affidavit; or
- Stand aside, unless the challenge is withdrawn.
- A challenge that is withdrawn permits the person to vote without completing or signing an affidavit.



VOTER'S AFFIDAVIT

□ What must be included on the affidavit?

- The name and present address of the voter and the address of the voter at the time the voter last voted.
- The previous last name of the voter if it was different when the voter last voted.
- A recitation of the qualifications for voting as set forth in section 16.1-01-04 and the rules for determining residence.



VOTER'S AFFIDAVIT

□ What must be included on the affidavit?

- Notice of the penalty for making a false affidavit
- Notice that the county auditor may verify the affidavit.
- A place for the voter to sign and swear to the voter's qualifications as a voter.



VOTER'S AFFIDAVIT

□ Completing and Signing Affidavits

- Challenged voters who complete and sign a voter's affidavit must be allowed to vote.
- Remember, signing a Voter's Affidavit is not sufficient, it must be completed as well.
- Challenged voters who refuse to, or cannot, complete and sign a voter's affidavit may be denied the right to vote.



VOTER'S AFFIDAVIT

□ Penalties

- A person who falsely swears on a voter's affidavit in order to vote is guilty of a Class A Misdemeanor, which carries a maximum penalty of one year imprisonment, a fine of \$2,000, or both.



VOTER'S AFFIDAVIT

□ What happens to the Voter Affidavit when it is turned in to the County Auditor?

- The County Auditor is required by law to review at least 10% of the voter affidavits.
- It is important the election board brings questionable affidavits to our attention.



VOTER'S AFFIDAVIT

- Affidavit review may include:
 - Verifying the information on the affidavit.
 - Look at property tax records.
 - Review deeds filed in County Recorder's Office.
 - Review voter history on our election system.
 - Calling the voter.

Vote Your VOTE
COUNTY OF SAN DIEGO

VOTER'S AFFIDAVIT

- What if it can't be determined whether or not the voter is an eligible voter?
 - Refer the affidavit to the County State's Attorney's Office.

Vote Your VOTE
COUNTY OF SAN DIEGO

VOTING

- If the voter is not challenged, or if the voter is challenged and completes the Voter's Affidavit, the Inspector or one of the Judges must **initial** a ballot and give it to the voter.
- The Inspector or one of the Judges should instruct the voter on voting procedures.
 - Read the ballot and follow the instructions.
 - Using the black or blue pen provided, completely fill in the oval of the candidate of your choice.
 - Vote both sides of the ballot.
 - Voter is eligible to vote for all races on the ballot.

Vote Your VOTE
COUNTY OF SAN DIEGO

VOTING

- June elections and crossover voting.
 - Instruct voters that they can vote in only one political party on the June ballot. If they vote in more than one political party, the ballot scanner will notify them of the error. The voter will then have the opportunity of getting their ballot back and correcting it.
 - Note that if the voter has darkened ovals in more than one party, you will have to "spoil" their ballot and give them a new ballot to vote. (Make sure you have a "spoiled ballot envelope" for the voter to put their ballot in to maintain the secrecy of their vote.)

Vote Your VOTE
COUNTY OF SAN DIEGO

VOTING

- Once the voter has the initialed ballot and has been given instructions on completing the ballot correctly:
 - Give the voter a secrecy sleeve for use after the ballot is completed.
 - Direct the voter to a booth or table where the voter has privacy to cast a secret ballot.

Vote Your VOTE
COUNTY OF SAN DIEGO

M100 Instructions

- After completing the ballot, the **voter** should put the ballot in the optical scanner.
 - There is no wrong way to place the ballot into the scanner, as long as the short edge of the paper goes in first.



Vote Your VOTE
COUNTY OF SAN DIEGO

M100 Instructions

- The Inspector or Judge should stand back from the scanner so they cannot see how the voter has cast their ballot.
 - The Inspector or Judge should be close enough to hear the "beep" if an error has been made on the ballot.



Vote Your VOTE
COUNTY OF SAN DIEGO

M100 Instructions

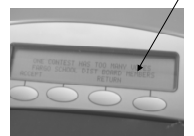
- If the ballot has an error – crossover vote, over vote, or blank ballot – the scanner will beep and hold the ballot.
 - The Inspector or Judge can offer to assist the voter if needed.



Vote Your VOTE
COUNTY OF SAN DIEGO

M100 Instructions

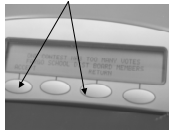
- The voter, or Inspector or Judge if providing assistance, should read the message on the display screen. In this case the display reads:
 - One contest has too many votes



Vote Your VOTE
COUNTY OF SAN DIEGO

M100 Instructions

- The scanner gives the voter two options:
 - Accept – which allows the ballot to be scanned as is.
 - Reject – Allows the voter to get their ballot back to make the necessary correction.



Vote Your VOTE
ELECTIONS

M100 Instructions

- The Inspector or Judge if providing assistance, should tell the voter what will happen with either the accept or reject option and then allow the voter to push the button they desire.



Vote Your VOTE
ELECTIONS

M100 Instructions

- If the voter wants the ballot accepted as cast, the following happens:
 - Crossover – the entire 'party' ballot would be ignored.
 - Over-vote – the race or races that have over-votes would be ignored.



Vote Your VOTE
ELECTIONS

M100 Instructions

- If the voter rejects the ballot, the following happens:
 - After pushing the reject button, the Inspector or Judge should stand back to ensure the secrecy of the ballot if providing assistance.
 - The voter retrieves the ballot and make corrections.
 - Since the ballots are filled out in ink, most likely any correction will involve getting a new ballot. The 'rejected' ballot then becomes 'spoiled'.

Vote Your VOTE
ELECTIONS

M100 Instructions

- Spoiled Ballots
 - Rejected ballots will end up as spoiled ballots.
 - Voters are entitled to a new ballot to correct their vote up to two times (second-chance voting). The Inspector or Judge should explain crossover voting and over voting to the voter so that the voter does not make the same error again. A voter's third ballot must be cast.
 - A 'spoiled ballot' envelope should be provided for the voter to put the spoiled ballot into so that no one on the election board sees how the person voted.

Vote Your VOTE
ELECTIONS

ASSISTANCE

- A voter may request assistance in casting their ballot.
 - If a member of the election board is being asked to help, Judges from both parties on the election board must assist.
 - The voter may have someone other than the election board assist them but **may not use the following people**:
 - The voter's employer.
 - An officer or agent of the voter's union.
 - A candidate running in that election.
 - A relative of a candidate running in that election.

Vote Your VOTE
ELECTIONS

ASSISTANCE

- No more than one voter's ballot should be allowed in a poll booth at a time.
 - If a spouse is assisting the voter, only that voter's ballot should be in the poll booth.
 - The spouse not needing assistance should vote his or her own ballot either before or after assisting their spouse.

Vote Your VOTE
ELECTIONS

ELECTION SUPPLIES

- During the day, check your supplies. If you are running short, the earlier you let us know the better.
 - **Auditor's Office** <insert your phone number here>

Vote Your VOTE
ELECTIONS

CLOSING TIME

- Election Polls close at <insert your poll closing time here>.
 - Voters in line at <insert your poll closing time here> must be allowed to vote.
 - The Inspector or one of the Judges should monitor the end of the line at <insert your poll closing time here> – people coming after <insert your poll closing time here> should not be allowed to vote.



Vote Your VOTE
ELECTIONS

CLOSING TIME

- You need to complete a number of tasks after the closing of the polls.
 - Begin Ballot Certification.
 - This is accounting for the ballots received: voided ballots, spoiled ballots, voted ballots, and un-voted or unused ballots. The number of voted ballots must equal the number of people you have registered in the poll book.
 - Print election total tape.
 - Close down the scanner.
 - Count and wrap un-voted, voted, write-in, spoiled, and voided ballots.
 - Count write-in votes

Vote Your VOTE
ELECTIONS

CLOSING TIME

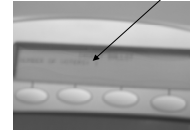
- Before beginning the Ballot Certification process and printing the election total tape:
 - Always check the emergency ballot compartment – remove any ballots and run through the scanner.



Vote Your VOTE
ELECTIONS

CLOSING TIME

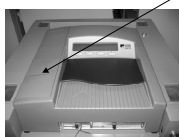
- After running any ballots contained in the emergency ballot compartment, write down the final number of ballots cast in the scanner. This total will be displayed on the display panel.



Vote Your VOTE
ELECTIONS

CLOSING TIME

- After writing down the total ballots cast, begin closing down the scanner.
 - Open the compartment on the left side of the scanner that covers the key.



Vote Your VOTE
ELECTIONS

CLOSING TIME

- Turn the key counter clockwise to Open/Close Polls.
 - You will be given two options on the display screen, "Print Audit Report" or "Close Polls". Push the button under "Close Polls".



Vote Your VOTE
ELECTIONS

CLOSING TIME

- Selecting "Close Polls" will initiate the printing of the vote totals for the ballots cast at the polls on Election Day.
 - You can print more than one total tape if members of the election board want a "souvenir" copy.
 - Simply push the button under "Print Results Tape" each time you want a new copy.

Vote Your VOTE
ELECTIONS

CLOSING TIME

- While the election totals tape is printing, the election board should complete the other tasks involved in closing the polling site.
- After the vote totals are printed, you can begin **closing down the scanner**.
 - Turn the key counter clockwise to shut down the scanner.



Vote Your VOTE
ELECTIONS

CLOSING TIME

- Remove and sign the election totals tape printed by the scanner.
 - Note that if you have more than one precinct at your polling site, the different precincts will print one after another and spaces will be provided for the appropriate board to sign the tape.



Vote Your VOTE
ELECTIONS

CLOSING TIME

- The next step is to remove the program card from the scanner.
 - Open the front flap that covers the end of the scanner.
 - Remove the red plastic security seal by pulling on it. It will break fairly easy.



Vote Your VOTE
ELECTIONS

CLOSING TIME

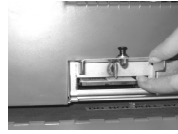
- After removing the seal, lift the small flap to reveal the program card.



Vote Your VOTE
COUNTY OF LOS ANGELES

CLOSING TIME

- A small button on the side of the program card ejects the card when pushed – it does require some effort – so push hard until the card starts to release from the scanner.



Vote Your VOTE
COUNTY OF LOS ANGELES

CLOSING TIME

- Remove the card from the scanner and place it in the plastic carrying case that will be with your election supplies.



Vote Your VOTE
COUNTY OF LOS ANGELES

CLOSING TIME

- Place the signed election totals tape, the program card, the ballot certification, the election cost bill and the seal into the return envelope provided. The front of the envelope will have your precinct name and the list of items to be returned in this envelope.



Vote Your VOTE
COUNTY OF LOS ANGELES

CLOSING TIME

- Remove the scanner from the top of the ballot box.
 - Remember to remove the scanner's electrical cord and put it in the carrying case with the scanner.
 - The ballot sleeves and extension cord should be put back in the right hand side ballot compartment. The ballots and supplies should be returned to the courthouse.

Vote Your VOTE
COUNTY OF LOS ANGELES

CLOSING TIME

- Ballot Certification – Void Ballots
 - Remember - the ballots you received must equal the ballots you are returning!
 - Count and record on the Ballot Certification the "Void Ballots".
 - A void ballot is one that the election board voided – usually to post at the polling place.
 - Place the void ballots in the envelope provided and label with the "Void Ballot" label.

Vote Your VOTE
COUNTY OF LOS ANGELES

CLOSING TIME

- Ballot Certification – Spoiled Ballots
 - Count and record on the Ballot Certification the "Spoiled Ballots".
 - A spoiled ballot is one that a voter made an error on and requested a replacement ballot.
 - Place the spoiled ballots in the envelope provided and label with the "Spoiled Ballot" label.

Vote Your VOTE
COUNTY OF LOS ANGELES

CLOSING TIME

- Ballot Certification – Un-Voted Ballots
 - Count and record on the Ballot Certification the "Un-Voted Ballots".
 - These may be placed in an envelope if possible; otherwise, use the brown paper to wrap these ballots. Label these ballots with the "Un-Voted Ballot" label.

Vote Your VOTE
COUNTY OF LOS ANGELES

CLOSING TIME

- Ballot Certification
 - "Write-in Ballots"
 - Once all the voided, spoiled and un-voted ballots are accounted for, open the right hand side of the ballot box and remove any voted ballots. The ballots in this compartment are ballots with write-in votes.



Vote Your VOTE
COUNTY OF LOS ANGELES

CLOSING TIME

- Ballot Certification – Write-In Ballots
 - Forms are provided in your election supplies for recording write-in votes.
 - Record the precinct number in the space provided at the top of the form.
 - Record the position and candidate.
 - Tally the votes in the spaces provided.
 - The number of write-in votes counted should be equal to the number of write-in votes for each office on the election results tape that the scanner prints except as noted in the following slides.

Vote Your VOTE
ELECTIONS

CLOSING TIME

- Ballot Certification – Write-In Ballots
 - Not all write-in votes are counted.
 - Write-in candidates for President, statewide candidates, judicial district candidates, and legislative candidates must file before the election to run as a write-in candidate. You will be notified if any certificates are filed for these positions.
 - Write-in votes for a fictitious person, non-person, or person clearly not eligible to qualify for the office for which the vote was cast do not need to be counted.

Vote Your VOTE
ELECTIONS

CLOSING TIME

- Ballot Certification – Write-In Ballots
 - An exception exists for write-in votes for those races where **less** candidates are printed on the ballot than there are positions to fill. For instance, if only one candidate was listed on the ballot for a district house seat and two positions were to be filled, candidates would not have to file as a write-in candidate.
 - All write-in votes must be counted in county, city, and school district races.

Vote Your VOTE
ELECTIONS

CLOSING TIME

- Ballot Certification – Write-In Ballots
 - Once the tally of write-in votes is complete, put the write-in ballots in the envelope marked "Write-in Ballots".
 - Put the used write-in tally sheets in the envelope marked "Write-in Tally Sheets".
 - The unused write-in tally sheets can go back into the election supplies.

Vote Your VOTE
ELECTIONS

CLOSING TIME

□ Ballot Certification

- "Voted Ballots"
 - Open the left hand side of the ballot box and remove the ballots from the compartment on that side.
 - Place the ballots in the designated envelope provided in your election supplies and mark with the "voted ballots" label.



Vote Your VOTE
ELECTIONS

CLOSING TIME

- The following items should be placed in the right hand ballot compartment of the ballot box:
 - Ballot secrecy sleeves (folders)
 - Extension cord

Vote Your VOTE
ELECTIONS

CLOSING TIME

- The following items should be returned to the courthouse as soon as possible after the polls close:
 - Scanner, signed Election Totals Tape, Ballot Certification, and Election Cost Bill and seal.
 - All Voted, Un-Voted, Void, and Spoiled Ballots.
 - Poll Books
 - Completed Voter's Affidavits

Vote Your VOTE
ELECTIONS

CLOSING TIME

- The following items should be returned to your election supplies:
 - Pens
 - Election Maps
 - Directional Signs (Vote Here)
 - Polling Place Posters
 - Miscellaneous Supplies
 - Election Official's Manual

Vote Your VOTE
ELECTIONS

CLOSING TIME

- The Inspector should return the scanner, election supplies and other items to the courthouse as soon as possible after the polls close.
- The equipment will allow us to accumulate the results from all the precincts in record time.

Vote Your VOTE
ELECTIONS

THANK YOU

- Thank you again! Elections would not happen without your assistance.
- LET'S HAVE A GREAT ELECTION!

Vote Your VOTE
ELECTIONS • ADMINISTRATION • SERVICES

M100 Instructions

- The M100 precinct scanner consists of a ballot box and a scanner
- The ballot box will be delivered to your polling site the day before the election.



Vote Your VOTE
ELECTIONS • ADMINISTRATION • SERVICES

M100 Instructions

- The scanner will be picked up by the precinct Inspector at the courthouse along with the rest of the election supplies.



Vote Your VOTE
ELECTIONS • ADMINISTRATION • SERVICES

M100 Instructions

- The ballot box has a number of ballot storage compartments, each with a lock – one key opens all the locks.



Vote Your VOTE
ELECTIONS • ADMINISTRATION • SERVICES

M100 Instructions

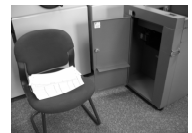
- The left hand compartment is the main compartment for ballots. When you open this compartment at the polling site, the ballots for your precinct will be located here.



Vote Your VOTE
ELECTIONS • ADMINISTRATION • SERVICES

M100 Instructions

- Remove the ballots from the left hand side compartment and store them at or behind the official's table.



Vote Your VOTE
ELECTIONS • ADMINISTRATION • SERVICES

M100 Instructions

- Close and lock the left hand side compartment to the ballot box.



Vote Your VOTE
ELECTIONS • ADMINISTRATION • SERVICES

M100 Instructions

- The compartment on the right hand side of the ballot box is for write-in ballots. Ballots that have a write-in oval filled in will automatically be sorted into this compartment.



Vote Your VOTE
ELECTIONS • ADMINISTRATION • SERVICES

M100 Instructions

- When the ballot box is delivered to your precinct, secrecy sleeves (folders), and extension cord will be in this compartment.



Vote Your VOTE
ELECTIONS • ADMINISTRATION • SERVICES

M100 Instructions

- Remove the ballot secrecy sleeves (folders) and extension cord from the ballot box compartment. Ballot secrecy sleeves (folders) should be put with the ballots for the precinct.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- The scanner is contained in the black case that the inspector will pick up at the courthouse. Place on a table or the floor to remove the scanner from the case.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- The latches on the front of the black case turn to release the latches. The case is extremely well padded to protect the scanner during transportation.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

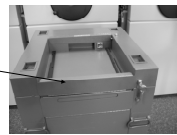
- The electrical cord for the scanner is located under the scanner, remove the cord from the case – you will need this before you install the scanner on the ballot box.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- The ballot box has a locking gate at the front of the box. Unlock and lower this gate.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

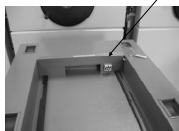
- With the gate lowered, the scanner can slide onto the ballot box.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- Before you slide the scanner onto the ballot box, there is one more gate that needs to be unlocked at the back of the scanner bed.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- After unlocking the gate, lift the gate to reveal the ballot slot.
 - This is a common error in setting up the equipment, failure to open this gate will cause the scanner to stop reading ballots.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- Take the electrical cord that you removed from the scanner case and thread it into the cord opening on the left side of the ballot box.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- Thread the cord through the opening until it appears in the hole at the back of the top recessed area.
- Pull the cord until it extends a few inches into the recessed opening.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

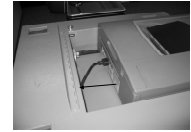
- Set the scanner on the scanner bed.
- Pull the electrical cord through the ballot can to plug into the back of the scanner.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- Once the electrical cord is attached to the scanner, the scanner can be slid backwards into position.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- The scanner should fit tight against the back edge of the scanner bed on the ballot box.
- Once again, note that the gate is in the up position.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- At this point the scanner is on the scanner bed part of the ballot box. Note there is a red security tie over one of the covers on the scanner. Do not remove until polls close!
 - Behind the cover is the programming card for the scanner. This card contains all the information the scanner needs for the this election.
 - The card also stores the votes from each ballot as it is scanned.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

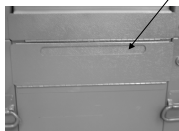
- Close and lock the front flap on the ballot box.
 - This further prevents access to the programming card and keeps the scanner in place.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- An emergency ballot compartment is located below the flap that protects the programming card and secures the scanner. You would open and use this compartment to place voted ballots if the scanner does not operate properly.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

- The emergency ballot compartment is usually closed but can be opened by unlocking the compartment and folding the inner flap back toward the ballot box.
 - Again, this is only if the scanner fails during the day.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

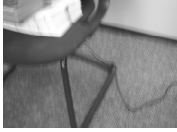
- After the inner flap is folded back, close and lock the door to the emergency ballot compartment.
 - The **only** time this compartment would be used is in case the scanner malfunctions.



Vote Your VOTE
ELECTRONIC VOTING SYSTEMS

M100 Instructions

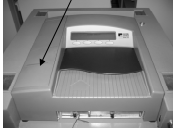
- Use the extension cord that was in the ballot box to connect the scanner to an electrical source.
 - Run electrical cords in a manner that does not create a hazard.
 - Note that if the electrical outlet is not active, the scanner will still run but it will "beep" every few seconds to remind you that it is running on its internal battery.



Vote Your VOTE
ELECTION SYSTEMS & SOFTWARE

M100 Instructions

- On the left hand side of the scanner are access panels to the locking key and the printer.
- Lift the panels to gain access to this area.



Vote Your VOTE
ELECTION SYSTEMS & SOFTWARE

M100 Instructions

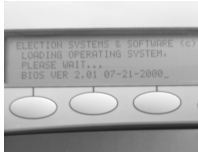
- Note that the key is in the off position. Turning the key clockwise turns on the scanner.



Vote Your VOTE
ELECTION SYSTEMS & SOFTWARE

M100 Instructions

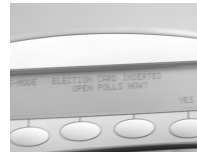
- When the key is turned, the scanner will load the operating system. This will take a few minutes, just be patient. The scanner will "beep" and give you a message when it is done.



Vote Your VOTE
ELECTION SYSTEMS & SOFTWARE

M100 Instructions

- When the scanner beeps, the message screen will ask you – Open polls now?
 - Push the button that says "yes".
 - The scanner will beep and direct you to turn the key to vote.



Vote Your VOTE
ELECTION SYSTEMS & SOFTWARE

M100 Instructions

- When you turn the key to "vote" a zero total tape will print showing all the races in your precinct. If you have two precincts in your polling location, a zero total tape will print for each precinct.



Vote Your VOTE
ELECTION SYSTEMS & SOFTWARE

M100 Instructions

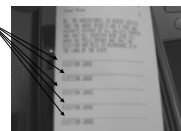
- The zero total tapes are important. They show that no votes are on the card at the time you open the precinct.
 - If the tape does not show zero votes, call us immediately!
 - Use the emergency ballot compartment until the situation is resolved.



Vote Your VOTE
ELECTION SYSTEMS & SOFTWARE

M100 Instructions

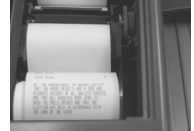
- The end of the zero total tape will have a place for the election board to sign – that is your certification that there were no votes recorded on the card when you opened the polls. **Do not tear off the tapes!**
 - In the case of more than one precinct at a polling site, there would be a place to sign for each precinct board.



Vote Your VOTE
ELECTION SYSTEMS & SOFTWARE

M100 Instructions

- **Do not tear off the tapes!**
 - Sign the tape while it is still on the scanner, roll the tape and leave it in the scanner for audit purposes.
 - At the end of the election you will again print the totals tape and sign, this complete tape is needed to show that you started the day with zero and ended the day with all the votes cast at the precinct that day.



Vote Your VOTE
ELECTION SYSTEMS & SOFTWARE

M100 Instructions

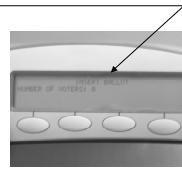
- Replace the covers, and we are now ready to vote.
 - Again, do not have the tape coming out of the tape slot, no printing will be done during the day – and we don't want anyone ripping off the tape and taking it with them!



Vote Your VOTE
ELECTRONIC VOTING SYSTEM

M100 Instructions

- The display screen will say:
 - Insert ballot
 - Number of voters 0
 - The number of voters will increment each time a ballot is scanned.
 - This number can be compared to your poll books periodically throughout the day.
- The M100 is now ready to accept ballots!



Vote Your VOTE
ELECTRONIC VOTING SYSTEM